

**9/7/06 LIBRARY BUILDING COMMITTEE
REGULAR MEETING AGENDA MINUTES
TAKEN BY: LISA RABIDEAU, LBC CLERK
MINUTES APPROVED ON: OCTOBER 12, 2006**

DATE: THURSDAY, SEPTEMBER 7, 2006

TIME: 6:30 pm

PLACE: BURRILLVILLE TOWN HALL, 105 HARRISVILLE MAIN STREET, HARRISVILLE, RI

MEMBERS PRESENT: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran

MEMBERS ABSENT: NONE

OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Jay Litman and Pamela Choi Redford of Newport Collaborative; Ronald Daignault from Jacques Whitford; Tom Kravitz, Burrillville Town Planner

AUDIO TAPE: Started by Lisa Rabideau, LBC Clerk at 6:35 p.m.

CALL TO ORDER: Meeting was called to order by Victor Antoniello, Chairman, at 6:36 p.m.

1. PREVIOUS MINUTES

VOTED: To accept the minutes of August 3, 2006 (regular meeting) and dispense with the reading of said minutes. MOTION BY: James

Moran SECONDED: Chris Blakely THOSE VOTING FOR THE

MOTION: Victor Antoniello, Christopher Blakely, David Ketcham,

Robert Martel, G. Wayne Miller, James Moran VOTING

AGAINST: none

It was noted at this time that Michael Caron had resigned as member of committee and was suggested that a copy of his letter of resignation be put into correspondence received for the October meeting. It was noted that Michael Magnan is due to be appointed to replace Caron during the September 27th meeting of the Burrillville Town Council. It was also noted that Lisa Rabideau has been appointed to position of clerk to this committee.

2. UNFINISHED BUSINESS

LBC-001 Discuss and take action on the library groundbreaking ceremonies NO ACTION TAKEN

Discussion of upcoming event included invitations going out, BHS providing catering, Library Board paying costs; Senator Jack Reed will be featured speaker, committee is still looking for an author to attend ceremony.

LBC-002 Discuss and take action on correspondence from David Ketcham regarding his request that the committee consider and act on electing a secretary.

VOTED: To defer action on electing a secretary until there is a full committee. MOTION BY: Chris Blakely SECONDED: Bob Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran

VOTING AGAINST: none

3. NEW BUSINESS

LBC-003 Discuss and take action on proposal by Jacques Whitford Company regarding Project Field Testing Services, as submitted from

Newport Collaborative (dated 8/10/06).

There was discussion regarding geo-technical field testing being done per specs and materials.

VOTED: To accept the proposal from Jacques Whitford. MOTION BY: James Moran SECONDED: Bob Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran VOTING AGAINST: none

LBC-004 Discuss and take action on Construction Bid Add Alternates

Jay Litman passed out newest version of site sign as well as specific bid alternates sheet. Wayne Miller discussed Champlin Grant comments. Litman recommended approving purchase of steel. Dan Joubert recommended holding off on larger purchases.

VOTED: To accept the approve \$5489 for steel specified in bid alternates 1 & 2 to keep alive the prospect of skylights. MOTION BY: Wayne Miller SECONDED: Bob Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran VOTING AGAINST: none

VOTED: To table the remaining items on bid alternates list for further review. MOTION BY: Bob Martel SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran VOTING AGAINST: none

LBC-005 Discuss and take action on Regular Meeting Schedule - NO

ACTION TAKEN

It was determined to keep the meetings on the second Thursday of each month.

4. INVOICES & EXPENSES

LBC-006 Discuss and take action on INVOICE # 2607060 from Lincoln Environmental (dated 7/17/06) in the amount of \$8172.75, for professional services provided.

Tom Kravitz advises that two items are over budget with no change orders submitted

VOTED: To table the payment of this invoice until further evaluation by Town Planner Tom Kravitz. MOTION BY: James Moran

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran VOTING AGAINST: none

LBC-007 Discuss and take action on INVOICE # 6397 from Newport Collaborative (dated 8/15/06) in the amount of \$3550.60, for professional services provided.

VOTED: To pay invoice as written above. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran VOTING AGAINST: none

LBC-008 Discuss and take action on INVOICE # 271000002 from E. W. Berman (dated 8/31/06) in the amount of \$46,575.00, for general contract services provided.

VOTED: To pay invoice as written above. MOTION BY: David

**Ketcham SECONDED: James Moran THOSE VOTING FOR THE
MOTION: Victor Antoniello, Christopher Blakely, David Ketcham,
Robert Martel, G. Wayne Miller, James Moran VOTING
AGAINST: none**

**LBC-009 Discuss and take action on INVOICE # 1 from Lisa Rabideau
(dated 8/20/06) in the amount of \$370.50 for clerk services.**

VOTED: To pay invoice as written above. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel,
G. Wayne Miller, James Moran VOTING AGAINST: none**

**LBC-010 Discuss and take action on INVOICE # 2 from Lisa Rabideau
(dated 9/3/06) in the amount of \$686.77 for clerk services**

VOTED: To pay invoice as written above. MOTION BY: David

**Ketcham SECONDED: Wayne Miller THOSE VOTING FOR THE
MOTION: Victor Antoniello, Christopher Blakely, David Ketcham,
Robert Martel, G. Wayne Miller, James Moran VOTING
AGAINST: none**

**LBC-011 Discuss and take action on EXPENSE REIMBURSEMENT # 1
from Lisa Rabideau (dated 8/29/06) in the amount of \$48.60 for
postage stamps.**

VOTED: To pay expense reimbursement as written above. MOTION

**BY: Bob Martel SECONDED: James Moran THOSE VOTING FOR
THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham,
Robert Martel, G. Wayne Miller, James Moran VOTING
AGAINST: none**

LBC-012 Discuss and take action on EXPENSE REIMBURSEMENT

from the Burrillville Town Clerk (dated 8/31/06) in the amount of \$206.10 for office supplies and postage.

VOTED: To pay expense reimbursement as written above. **MOTION BY:** James Moran **SECONDED:** David Ketcham **THOSE VOTING FOR THE MOTION:** Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran **VOTING AGAINST:** none

5. CHANGE ORDERS

LBC-013 Discuss and take action on Change Request #2: from E. W. Burman (dated 7/26/06) in the amount of \$24,389 relative to excavation.

VOTED: To DENY change request #2 for removal of materials. **MOTION BY:** David Ketcham **SECONDED:** James Moran **THOSE VOTING FOR THE MOTION:** Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran **VOTING AGAINST:** none

6. REPORTS

A. ARCHITECT

Architect's meeting notes – Meeting #1 (8/10/06)

Architect's meeting notes – Meeting #2 (8/17/06)

Architect's meeting notes – Meeting #3 (8/24/06)

Architect's meeting notes – Meeting #4 (8/30/06)

VOTED: To receive and file all architect reports as written above. **MOTION BY:** James Moran **SECONDED:** David Ketcham **THOSE VOTING FOR THE MOTION:** Victor Antoniello, Christopher Blakely,

David Ketcham, Robert Martel, G. Wayne Miller, James Moran

VOTING AGAINST: none

B. CLERK OF THE WORKS

Clerk of the Works Weekly Site Report 8/15/06

Clerk of the Works Weekly Site Report 8/22/06

Clerk of the Works Weekly Site Report 8/30/06

**VOTED: To receive and file all clerk of the works reports as written above. MOTION BY: James Moran SECONDED: David Ketcham
THOSE VOTING FOR THE MOTION: Victor Antonello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran
VOTING AGAINST: none**

C. GENERAL CONTRACTOR - NOT PRESENT

D. LIBRARY ADMINISTRATION – NOT PRESENT

E. PLANNING DEPARTMENT – NO REPORT

F. LIBRARY FUNDRAISING COMMITTEE – NOT PRESENT

Wayne Miller notes that this committee is now gathering recipes for a cookbook fundraiser.

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED

E.W. Burman RFI #1 (7/27/06) regarding civil CAD drawings.

E.W. Burman RFI #2 (7/31/06) regarding structural CAD drawings.

E.W. Burman RFI #3 (7/27/06) regarding drawing C2.0 notations.

E.W. Burman RFI #4 (7/27/06) regarding Remedial Action Work Plan.

VOTED: To receive and file all requests for information as written above. **MOTION BY:** James Moran **SECONDED:** David Ketcham
THOSE VOTING FOR THE MOTION: Victor Antoniello, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran
VOTING AGAINST: none

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

Letter (dated 8/10/06) from Project Manager Rich Hawes to Jay Litman regarding uses of Lot 69 during construction period.

Letter (dated 8/29/06) from Town Manager Michael C. Wood to Project Manager Rich Hawes regarding uses of Lot 69 during construction period.

Letter (dated 8/3/06) from RI Department #060234 of Health to Town Manager Michael C. Wood regarding the asbestos abatement plan.

Letter (dated 8/3/06) from RI Department #060235 of Health to Town Manager Michael C. Wood regarding the asbestos abatement plan.

Letter (dated 8/3/06) from RI Department #060236 of Health to Town Manager Michael C. Wood regarding the asbestos abatement plan.

Information (dated 8/7/06) from Brent Reynolds to Pamela Choi Redfern regarding reprocessed material analysis.

Agreement (dated 8/10/06) appointing Daniel P. Joubert Sr. to the position of Clerk of the Works.

Fax (dated 8/15/06) to Jay Litman from Ed Burman regarding use of carpet tile.

Letter (dated 8/15/06) from Tom Kravitz to Anthony Scolavino regarding Cleanup Loan Extension.

Letter (dated 8/25/06) from Shaw Industries to Vic Antonielli regarding carpet selections

Quality Assurance Plan (dated 8/29/06) from Lincoln Environmental
VOTED: To receive and file correspondence as written above.
MOTION BY: James Moran SECONDED: Wayne Miller THOSE
VOTING FOR THE MOTION: Victor Antonielli, Christopher Blakely,
David Ketcham, Robert Martel, G. Wayne Miller, James Moran
VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT

David Ketcham passed out updated copies of budget breakdown for project. (A copy of which will be filed with September meeting packet)
Michael Magnan introduced himself. He is the candidate for the open position of Library Building Committee member. He advises he is a retired Woonsocket Fire Chief and has a construction background.

9. ADJOURNMENT @ 8:16 p.m.

VOTED: To adjourn. MOTION BY: James Moran SECONDED: Wayne Miller
THOSE VOTING FOR THE MOTION: Victor Antonielli, Christopher Blakely, David Ketcham, Robert Martel, G. Wayne Miller, James Moran
VOTING AGAINST: none

MINUTES	CERTIFIED	BY:
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Lisa Rabideau, Clerk to LBC Date		

MINUTES	APPROVED:
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Victor Antonielli, LBC Chairman Date	

NOTES FROM COMMITTEE CLERK:

- 1. THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 12, 2006 AT 6:30 P.M. IN THE TOWN COUNCIL CHAMBERS**
- 2. THIS MEETING WAS AUDIO-TAPED. THE CASSETTES WILL BE FILED WITH MEETING PACKET IN THE TOWN HALL.**